

## **PROCUREMENT SPECIALIST I (129-03)**

**SALARY:** \$38,833.60 - \$53,518.40 annually, plus liberal fringe benefits  
**Management Category V (See attached sheet.)**

### **THE POSITION**

This is entry-level professional work of average difficulty involving large volume purchasing of supplies, materials, equipment and services for City departments.

An employee of this class is involved in large scale municipal purchasing. The employee performs a variety of purchasing assignments from research and anticipation of demand through receipt and acceptance of the goods and services, and includes disposition of surplus, confiscated and abandoned property. Work is performed under general supervision and in accordance with established policies and procedures. The employee exercises reasonable initiative and independent judgment in achieving objectives, planning work details and making technical decisions. Advice and assistance are available in handling more complex matters.

An employee in this class may supervise subordinate personnel for task accomplishment. Work is reviewed while in progress, through conferences, reports submitted and results obtained.

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

### **THE REQUIREMENTS**

1. Have a Bachelor's degree from an accredited college or university with major coursework in public or business administration or other appropriate field.
2. Qualifying work experience in a medium to large-scale public or private purchasing operation may be substituted on a year-for-year basis for the required college education. Certification as a Certified Public Professional Buyer (CPPB) is preferred.

### **THE EXAMINATION**

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

**NOTE:** If the position warrants, candidates may be required to successfully pass a polygraph examination prior to employment.

**NOTE:** ALL APPLICANTS MUST COMPLETE A STANDARD EMPLOYMENT APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE.

### **HOW TO APPLY**

Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3<sup>rd</sup> Floor, Fort Lauderdale, Florida, **continuously until sufficient applications are received.**

**CITY OF FORT LAUDERDALE  
SUPPLEMENTAL EMPLOYMENT QUESTIONNAIRE  
FOR  
PROCUREMENT SPECIALIST I (129-03)**

This application supplement is an integral part of the application process and must be completed together with the formal application in order for you to be considered as an applicant. Answer each question as thoroughly as possible as your responses will be rated as to how they relate to the position to be filled. Please type or print legibly as your supplement responses that are not legible will be difficult to evaluate completely and fairly.

1. Do you have a Bachelor's degree? \_\_\_\_ Yes \_\_\_\_ No If yes, Major \_\_\_\_\_
2. Please indicate the professional certifications you currently possess:  
 Certified Purchasing Manager (C.P.M.) \_\_\_\_ Yes \_\_\_\_ No  
 Certified Public Purchasing Officer (CPPO) \_\_\_\_ Yes \_\_\_\_ No  
 Certified Professional Public Buyer (CPPB) \_\_\_\_ Yes \_\_\_\_ No
3. How many years experience do you have in public purchasing? \_\_\_\_\_
4. List any professional purchasing organizations to which you belong: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Please provide the following information concerning your purchasing experience.

	<b>Most Recent Employer</b>	<b>Next Most Recent Employer</b>
Your Title		
Name of Employer		
Employer's Address (City/State only)		
Dates of Employment (Month/Year)	From: To:	From: To:
Duties and Responsibilities		
# of employees supervised and their job titles		

**Please use additional sheets to respond to the questions.**

(We are looking for specifics, not quantity.)

6. Please describe the most difficult and complex competitive sealed bid or Request for Proposal process in which you were involved. To what extent were you involved in the process? \_\_\_\_%. Please provide a copy of the pertinent documents which will clearly reflect your level of involvement in this process; (i.e., Invitation to Bid, legal notice, award recommendation or award letter.)
7. To what extent are you knowledgeable of e-procurement; i.e., have you been involved with an agency which has implemented e-procurement, if so, to what extent were you involved?
8. Describe in detail your current position and your interaction with other departments.
9. Discuss your knowledge of general business use software applications, and give examples of their applicability in procurement.
10. Do you establish annual goals and objectives with your manager/supervisor? How do you arrive at these objectives and what methods do you use to objectively measure your performance?
11. Describe the process you use to establish a working relationship with both internal and external customers.

***My signature affirms that all information contained in this supplemental employment questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.***

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Signature

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Date

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SSN#